

HALTON FIELD HOCKEY CLUB

CODE OF CONDUCT, ETHICS AND CONFLICTS OF INTEREST POLICY

1. Purpose

The purpose of this Policy is to ensure a safe and positive environment within the Halton Field Hockey Club's (the Club) programs, activities and events, by making individuals aware that there is an expectation at all times of appropriate behaviour consistent with the Club's core values. The Club supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect.

This Policy is not intended to specifically outline every instance of a breach. Conduct that is not in line with the values of the Club or with the purpose of this Policy may still constitute a breach of the Policy and be subject to sanctions even though not specifically included in the Policy.

2. Application of this Policy

This Policy applies to directors, committee members, staff, coaches (including assistant coaches), trainers, volunteers employed or engaged by the Club and the Club's players, parents and spectators. This Policy applies to conduct on and off the pitch.

3. Responsibilities

All individuals referred to in Section 2 have a responsibility to:

- a) comply at all times with the Club's By-laws, policies, procedures and directives;
- b) work in a spirit of partnership to collaborate with the Club and all its members and stakeholders and to align efforts to achieve the Club's purposes;
- c) resolve conflicts in a professional and civil manner;
- d) maintain and enhance the dignity and self-esteem of members, players and other individuals by:
 - i) demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex and sexual orientation;
 - ii) directing comments or criticism appropriately and avoiding public criticism of the Club or its members;
 - iii) consistently demonstrating the spirit of fair play, sport leadership and ethical conduct, including:
 - respect for both the letter and spirit of the rules;
 - respect for umpires and their decisions;
 - respect for opponents, including modesty in victory and composure in defeat;
 - facilitation of access to sport; and
 - maintenance of self control at all times;

- iv) consistently treating individuals fairly and reasonably;
- v) adhering to FHO/FHC rules of play/policies, as applicable;
- vi) refraining from the use of power or authority in an attempt to coerce another individual to engage in inappropriate activities;
- vii) promoting the sport of field hockey in the most constructive and positive manner possible;
- viii) respecting the property of others, including playing facilities, and not wilfully causing damage; and
- ix) adhering to all federal, provincial, municipal and host country laws.

4. Harassment

All individuals referred to in Section 2 have a responsibility to refrain from any behaviour that constitutes harassment, sexual harassment, violence or bullying.

5. Additional Responsibilities

a. Directors, Committee Members and Staff

Conflicts of Interest

To avoid conflicts of interest (situations where a personal or financial conflict or appearance of such conflict arises between the best interests of the Club and that of the individual or company), directors, committee members and staff:

- i) may not have direct or indirect interest of any nature that is in conflict with the discharge of his/her duties;
- ii) shall adhere to the laws, regulations and policies of the applicable governmental and organizational authorities;
- iii) shall not accept or solicit any personal gift, favour or service that might influence him/her in discharging his/her duties;
- iv) shall not accept other employment or appointments or engage in other activity that would require him/her to disclose confidential information known by reason of his/her official position with the Club;
- v) shall not disclose confidential information gained by reason of his/her position with the Club for personal gain or benefit;
- vi) shall not transact any business in his/her official capacity with any business of which s/he is an officer, agent or member in which s/he owns a substantial interest;
- vii) must disclose potential conflicts of interest as soon as possible after s/he realizes a conflict has arisen; and
- viii) at the discretion of the Board of Directors, be absent from any discussion or vote on such matter involving a conflict of interest, with such request being recorded in the minutes.

Confidentiality

The Club maintains confidential records including detailed information about members, players, board members, coaches, trainers, volunteers, financials and strategic planning. Much of this information is highly sensitive in nature, including credit card information, personal and medical information. Directors, committee members and staff are expected to protect this information by safeguarding it when it is in use, storing it properly and discussing it only with those who have a legitimate need to know.

The Club's directors, committee members and staff must:

- i) comply and be familiar with all Club governance documents applicable to their role and responsibilities;
- ii) act honestly, with integrity, openness, professionalism, lawfully and in good faith with a view to the best interests of the Club and in a manner that maintains the confidence of the Club's members and other stakeholders;
- iii) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances;
- iv) ensure that the Club's financial affairs are conducted with due regard
- v) for all fiduciary and operational responsibilities;
- vi) be independent and impartial and not influenced by self-interest, outside pressure, expectation or reward, or fear of criticism;
- vii) behave with decorum appropriate to both circumstances and position, and be fair, equitable, considerate and honest in all dealings with others;
- viii) keep informed about the Club's activities, the provincial and national
- ix) sport community and general trends in sport;
- x) complete Safe Sport Training;
- xi) undergo a background check, the content and frequency of which shall be determined by the Board;
- xii) respect the confidentiality appropriate to the business at hand;
- xiii) ensure that members are given sufficient opportunity to express opinions and that all opinions are given due consideration and weight;
- xiv) respect the decisions of the majority and resign if unable to do so; and
- xv) commit the time to attend meetings and be diligent in preparation for, participation in, and follow-up from such meetings.

b. Coaches and Trainers

The coach/trainer-player relationship is a privileged one and plays a critical role in the personal, sport and athletic development of players. Coaches and trainers must recognize the power inherent in their position and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality, right to privacy, informed participation, and fair and reasonable treatment. Coaches and trainers have a special responsibility to respect and promote

the rights of players who are in a vulnerable or dependent position and less able to protect their own rights.

Coaches and trainers will:

- i) maintain a clear Vulnerable Screening Check and provide a copy to the Club;
- ii) ensure that all players get equal instruction and support;
- iii) not ridicule or yell at players for making mistakes or performing poorly;
- iv) ensure that equipment and facilities are safe and match the players' ages and abilities;
- v) remember that players need a coach they can respect and will be generous with praise and set a good example;
- vi) create and maintain a positive environment that promotes team building, confidence and development;
- vii) be committed to improving the performance of the players and the team physically and mentally;
- viii) provide a high-quality field hockey program that positively reflects the values of the Club;
- ix) comply with all Club policies and procedures as stated in manuals, on the website, etc.;
- x) ensure the safety of players is paramount at all times;
- xi) respect all people affiliated with the game, including players, umpires, coaches and spectators;
- xii) encourage players to exhibit good sportsmanship, be gracious winners and losers and to always play fairly within the rules of the game; and
- xiii) obtain proper training and continue to upgrade coaching skills, including completion of NCCP Making Head Way Concussion Training, NCCP Make Ethical Decisions Training and Coaching Association of Canada's Safe Sport Training.

c. Players

Players will:

- i) report any medical issues in a timely fashion, when such issues may limit their ability to practice, compete or travel;
- ii) participate and appear on time, well-nourished and prepared to participate to the best of their ability in all practices, training sessions, try-outs, games, tournaments and events;
- iii) adhere to requirements regarding clothing and equipment;
- iv) never ridicule a participant for a poor performance during a game or practice;
- v) act in a sportsmanlike manner and not engage in violent behaviour, foul language or offensive gestures; and
- vi) play by the rules and in the spirit of the game;
- vii) respect their opponents;
- viii) accept the decisions of coaches, trainers and officials and show them respect;
- ix) do their best to be a true team player; and
- x) represent the Club to the best of their ability.

Use of alcohol, tobacco, marijuana or illegal substances or possession of a substance during practices, matches, tournaments or Club sanctioned events will not be tolerated and is cause for immediate dismissal from the team.

Persistent, irresponsible and disrespectful behaviour to teammates, coaches, trainers, parents, officials or others is cause for dismissal from the team.

Destruction of property or violation of laws is cause for dismissal from the team.

Failure to comply with any and all team rules (curfew, attendance, dress code, schedules) is cause for disciplinary action, including the ability to be benched at the discretion of the coaches.

d. Spectators and Parents

Spectators and parents are expected to:

- i) encourage players to play by the rules and to resolve conflicts without resorting to hostility or violence;
- ii) never ridicule a player for making a mistake during a game or practice;
- iii) provide positive comments that motivate and encourage players' continued effort;
- iv) respect the decisions and judgements of officials and encourage players to do the same;
- v) respect and show appreciation to all players, and to the coaches, trainers, officials and other volunteers who give their time to the sport; and
- vi) refrain from interfering with any activities.

Persistent, irresponsible and disrespectful behaviour to players, coaches, trainers, other spectators or parents, officials or others is cause for removal from the event or future events.

e. Officials

Officials must:

- i) conduct themselves with dignity both on and off the field of play, and by example seek to inspire the principles of fair play in others;
- ii) treat all players, coaches, peers, spectators, volunteers and other officials with respect (i.e. how one expects to be treated by others);
- iii) be fair, equitable, considerate, independent, honest and impartial in all dealings with others;
- iv) accept responsibility and the consequences of their actions;
- v) exercise reasonable care to prevent injury by ensuring players play within the rules;
- vi) be impartial and maintain integrity in their relationships with other officials, players and coaches;
- vii) be courteous respectful and open to discussions and interactions;

- viii) avoid situations of real or perceived conflict of interest that might impair, or could reasonably be thought to impair, their professional judgement;
- ix) refrain from any personal abuse (verbal and physical) towards players, coaches and other officials;
- x) show concern and caution towards ill and injured players;
- xi) enforce the blood rule and apply procedures regarding ill or injured players according to the rules;
- xii) fully comply with all applicable FIH rules of hockey, polices and regulations;
- xiii) when writing reports, set out the true facts and not attempt to justify any decisions; and
- xiv) report any approach to the fix the result of a match.

f. Volunteers

Volunteers are expected to:

- i) devote time, thought and effort to the duties and responsibilities so that they may render effective and creditable service;
- ii) endeavour to see that all Club funds under their influence shall be expended efficiently, economically and for the best interest of the members, following Club Board approved budgets;
- iii) endeavour to work with other volunteers, athletes, parents, coaches, officials in a spirit of harmony and cooperation;
- iv) observe proper decorum and behaviour, encourage full and open discussions in all matters with other volunteers, treat them with respect and consideration and not withhold or conceal from them any information or matter with which they should be concerned;
- v) base their personal decisions upon all available facts in each situation, vote their honest conviction in every case, not be swayed by partisan bias of any kind, and thereafter abide by and uphold the final majority decision of any group with whom they work;
- vi) do their best to maintain the integrity, confidence and dignity of the Club and not use the Club or any part of the Club's programs, property, equipment or materials for their personal advantage or for the advantage of their family or friends;
- vii) immediately declare any real or perceived conflict of interest and abide by the direction of the Board on the handling such an issue in accordance with this Code;
- viii) maintain the confidentiality of any Club information, including the personal information of individuals with whom they may come in contact as a result of their volunteer role and comply with the Club's Privacy Policy;
- ix) conduct email communications of Club business only on/to the Club email address provided, if applicable, and agree that said email communications are the property of the Club.

6. Duty to Disclose and Reporting

A person who experiences or observes any of the behaviour prohibited by any section of this Code may submit a complaint in writing to the Club's Board of Directors.

7. Effective Date and Review

This Policy comes into force on January 1, 2021 and will be reviewed by the Board of Directors on an annual basis.